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4 October 1963

LPM

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-30 Sept 1963

1. Cables Processed

a. CIA cables processed totaled 18,356 IN cables, 6,490 OUT cables, 1,545 TD's, and 2,962 miscellaneous items for a total of 29,353 work items. This represents an increase of 4,198 or 17% more than the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 14,175, an increase of 1,210 or 9% over the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 43,528 items. The September total represents an increase of 5,410 or 14% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,450 items each 24 hours including Saturdays and Sundays. On September 26 a record number of cables were handled by the Cable Secretariat, 2,434 in a 24 hour period or 1.7 cables per minute.

d. 1,278 cables or 3% of all cables processed were furnished to the Director as compared to 1,218 or 3% for August 1963.

2. Personnel

a. We have [REDACTED] persons on duty against a T/O of [REDACTED]

b. [REDACTED] Chief of the Message Center on the day tour, retired last month on disability. He had suffered a heart attack during the year and on the advice of his doctors, thought it best to retire. [REDACTED] had been in government service for 20 years, with CIA for 17 years and with the Cable Secretariat for 30 months.

c. [REDACTED] has been accepted for the Mid-Career Training Program. This additional training will be a good investment in preparing [REDACTED] additional responsibilities.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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3. General

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a. [REDACTED] inspected the Cable Secretariat on 18 September for the purpose of determining what types of wall covering and paint were needed to make the Cable Secretariat area more presentable and attractive. [REDACTED] said that he would recommend carpeting in the Cable Secretariat foyer, vinyl type wall covering in the foyer and elsewhere as appropriate, particularly in the Mailroom behind and around the multilith machines, suitable furniture for the lounge, and paint as needed.

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b. The CIA Cable Reference File Section has now moved into the Cable Secretariat from Signal Center and is in operation.

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[REDACTED]

Cable Secretary

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